

## Instructions on submitting Accrued Expenditure Reports

### Accrued Expenditure Reports

Please submit an **original authorized hard copy signature** of accrued expenditures by the 10th of each month via U.S. mail only. Faxed or electronic versions cannot be processed. Fill in the applicable amounts (rounded to the nearest dollar) spent in each line item category for that month. The dates should be for a whole month, i.e. June 1-June 30, 2006 etc. Please use the funds from the Incentive Award first, followed by the WIA funds. Reed Act funds are to be used for assessment costs for individuals in the certificate track. Award amounts have been increased by \$50/ person for each worker in the certificate track. It is not necessary to send in a monthly report if there have been no expenditures. Please do not attach receipts and supporting information; keep them in your files for backup documentation. The normal turnaround time for the funds to be deposited into your account by our fiscal department is three to five days.

An electronic version of this document will be emailed to all grantees. This form will also be found on the DWD website at [http://www.in.gov/dwd/partners/tech\\_ed\\_literacy.html](http://www.in.gov/dwd/partners/tech_ed_literacy.html). Click on "Grantee Information".

Please submit the Accrued Expenditure to:

Terri Schulz, Director of Program Improvement  
Indiana Department of Workforce Development  
10 N Senate Avenue Indianapolis Indiana 46204  
317-233-5663